



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Alan A. Butchman, Treasurer
Garvey, Schubert & Barer Political Action
Committee
1000 Potomac Street, NW
Washington, DC 20007

FEB 5 1999

Identification Number: C00177550

Reference: 30 Day Post-General Report (10/15/98-11/23/98)

Dear Mr. Butchman:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule B supporting Line 23 discloses contributions to federal candidates for which no election designation has been provided. Please note that if no designation is included in your report, the contributions will be attributed to the next upcoming election for the recipient candidate. Thus, for future reporting purposes, it is in your committee's interest to designate the appropriate election in order to avoid the appearance of excessive contributions made to federal candidates by your committee.

-Your report includes computer produced formats of the Summary and Detailed Summary Pages and Schedules A and B. Computer produced formats may only be used upon prior approval of the Commission. You should submit a separate sample format with a cover letter requesting approval. Until your format has been approved, FEC forms must be used.
11 CFR §104.2(d)

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free

number, (800) 424-9530. My local number is (202) 694-1130.

Sincerely,

A handwritten signature in cursive script that reads "Andrea Wilkens". The signature is written in dark ink and is positioned above the printed name.

Andrea Wilkens
Reports Analyst
Reports Analysis Division

